

Parks and Rec Commission Special Meeting
Meeting Minutes January 28, 2011
Williams Rec Center

Roll Call.

Present., Commissioner Glassburn ,Commissioner Redfeather, Commissioner Patricca, ,
Commissioner Rodriguez, Commissioner Winbourn & Director Newbold

Absent: Commissioner Williams

Guests: Mayor John Moore, Councilman James Wurgler MD, Sue Atkinson, Laura Duncan & AJ Minor

Meeting called to order by Commissioner Glassburn at 10:03am

Agenda: Motion was made by Commissioner Redfeather to adopt the agenda. It was seconded by Commissioner Rodriguez and unanimously approved.

Public participation.

None

Cataract Lake Park use recommendations to City Council by Commissioner Glassburn

- Commissioner Glassburn handed out copies of recommendations that were researched by herself and Director Newbold. (copy on file)
- The agreement between the City and County was only for one year and will be expiring October 1st, 2011. So these recommendations will be in effect for this summer only.
- According to the agreement we can allow overnight camping and charge a fee with the permission of the County. Must also have a daily staff person.
- We will have a pre-inspection of the park once the snow melts with the city and county. The county would probably need a week's notice.
- Commissioner Glassburn went on to say that there are two agreements with the County
 - First agreement is between the City and County on a short term basis for 2011. We need to get a management plan, fee schedule and rules and regulations in place.

- Second agreement is between the City, County and Forest Service on a long term plan for future use of the site. This includes a management plan and master site plan. Commissioner Glassburn is now on the County Parks and Rec Commission and has started working with them on a long term plan.
- **Commissioner Winbourn made the motion to recommend to City council to allow camping at Cataract lake Park for the summer of 2011. It was seconded by Commissioner Patricca and unanimously approved.**
- The following steps need to be taken for opening
 - Choose a camp host
 - Maintenance (adding cinders) to some of the campsites and minor repairs to the boat ramp.
 - Signage needs to be altered for this season w/o actually replacing signs.
 - Complete a pre-inspection
 - Ask the County for permission.
- Director Newbold handed out a camp host daily inspection log, registration form and map for the Commissioners to review (on File)
- Commissioner Glassburn read the camp host job description. The only recommendation was to change must do “occasional paperwork” to host is “required to do daily paperwork” They must be able to fill out paperwork to register every camper.
- The job description was very well descriptive of the maintenance duties required.
- The City attorney is being consulted to find out the best way to compensate the camp host. He will be considered a part-time City employee.
- Registration forms will be NCR for accounting copies and will be numbered.
- Work orders would have to be completed for work that is needed at the Park.
- We will not allow reservation of camp sites. First come first serve basis.

Rules recommendation

- Commissioner Glassburn went on to say the fee should be \$14 per day with a 10 day stay limit. The 10 day stay limit would include two weekends but not two full weeks. This would give more people and opportunity to camp at the Park
- The fee goes back to the City not the County.
- Park would be open from April 1, 2011 to October 1, 2011
- Other potential income: would come from the Ramada rental at \$60 per day and a special event rate of \$300 per day for the entire park.
- At 100% capacity all summer long there is a potential income of \$64,050.00

- Everyone agreed with the 10 day stay limit.
- Director Newbold stated her research of other County parks a fee of \$14 was charged.
- It was suggested increasing it to \$15 for ease of handling money and making change.
- Councilman Wurlger agreed that the City is managing the Park not the County and \$15 would be easier.
- Commissioner Redfeather asked if we charged \$15 could \$1 of that go towards the swimming pool fund.
- Commissioner Glassburn stated that the agreement with the City currently is that any fees collected at certain Park facilities goes back to that facility.
- Mayor Moore made a correction that fees collected will be earmarked to go back to into all Parks & Rec facilities. He liked the idea of putting money towards the pool. He added why just \$1? Why not use all the proceeds? The County does have money of their own and they are obligated to give it to Williams for Cataract Lake Park improvements. Commissioner Glassburn agreed.
- AJ stated that there are student at High School discussing community projects. They are very interested in helping find ways to open the pool this summer. Commissioner Glassburn asked if AJ and these students could make a presentation at the next meeting about their ideas.
- Director Newbold added that everyone should keep in mind that it will take at least two weeks to get the pool up to temp to be able to operate.
- Commissioner Winbourn asked if the Commission has to recommend just one facility that could benefit. He didn't want to recommend just the pool and "tie the councils hands" on using funds elsewhere.
- The recommendation will be that profits from Cataract Lake Park be designated towards Parks & Rec facilities and activities such as operating the pool or completing the concrete at the Rec. Center.
- **Commissioner Redfeather made the motion to make the daily camping fee \$15 in lieu of the recommended \$14. It was seconded by Commissioner Williams and unanimously approved**
- Commissioner Glassburn stated that the potential expenses are hard to determine right now. There are things like Host payroll, garbage, maintenance, host uniform etc.
- Director Newbold reported that the last camp host was paid a weekly salary and was responsible for light maintenance. It was suggested maybe paying the host on a commission basis of maybe 20%. Based on occupancy and allowed free camping space.

- Mayor Moore added that it is his hopes to get these recommendations through City council quickly. He thanked the Commission for doing their homework and doing all this research. He appreciates all the hard work that the Commission does.

Sign recommendations

- Director Newbold handed out the sign recommendation plan (copy on file)
- On the front page was a photo of an example of a sign that would be for Glassburn, Cureton and Buckskinner parks.
- Commissioner Glassburn went on to say that we should see uniform styles of signs in all the Parks. The result of the sign survey done by Director Newbold was a mish-mash of signs in the Parks. Nothing is standardized.
- Commissioner Glassburn went on to stress that there are no funds in place at this time to facilitate this plan but when the funds do become available we will have a working plan in place.
- The Corridor application would be major gateway signs at entrances to city parks.
- The Regulation application would be at Santa Fe and Buckskinner Parks stating “no camping” and an “anglers notice”.
- The Information application would be the kiosk type for the Recreation facilities.
- Maintenance Application would be to replace the wood “Tot Park” sign with a metal framed sign. (Tot Park is located on the corner of 4th and Sherman)
- Standard Fonts would be used on all signs.
- Standard Colors (green metal aluminum with white lettering or white with black lettering)
- Commissioner Glassburn added that all these recommendations would be run through Main Street and the historical Commission.
- Standard Pictograms are taken from the National Recreation Symbols. One sign new to be added would be “No Fireworks” in light of the new fireworks ordinance.
- Everyone was in agreement to add this new sign to the inventory.
- Rodeo Grounds – no changes at this time
- Monument Park – no changes at this time
- Elephant Rocks – not in our responsibility
- Signage priorities are as follows:
 - Santa Fe Dam
 - Cureton Park
 - Buckskinner Park

- Rec Center
 - Glassburn Park
 - The Tots park
 - Tennis Courts
- Laura Duncan recommended that signs be added at Santa Fe Dam include: No Camping, No Campfires, No Littering and No Fireworks. At least 5 sets should be placed around the area including either side of the dam, at the junction of the shoreline road and loop road, end of the road and commissioner Patricca recommended on the road off of 4th St going down to the dam.
 - Commissioner Glassburn will re-organize sign plan document to reflect some of the changes and email it to the Commission so it can be reviewed at the next meeting.

50th High School Reunion recommendation

- Director Newbold state that this Williams High School reunion looks to be an annual event.
- Eve & Roxen Cureton are heading it up this year.
- Director Newbold pointed out that in the fee schedule (line #37) it states that all local non-profits groups including school/youth groups are exempt from fees. Director Newbold was asking for clarification that this group would fall within the parameters of the school/youth groups for fee exemption.
- Councilman Wurgler and all the Commissioners agreed that this group would fall within the parameters of the school/youth group fee exemption.

Commissioner Patricca made the motion to adjourn; it was seconded by Commissioner Redfeather and unanimously approved.

Meeting adjourned at 11:04am

Next meeting is scheduled for February 4th at 10am at the Rec Center.